| **Mid-Semester Student Feedback** | **Contact:** Kimberly Fournier, Ph.D.  
Process initiated by instructor  
director, Teaching Support at CTL  
kimfournier@unm.edu |
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| **Initial Meeting (CTE Member and Instructor)**  
- Discuss process & expectations  
- Identify 2 class periods (~20 min sessions in each) for process to be implemented  
- Schedule follow-up meeting for feedback  
- Pre-Feedback From completed |
| **Gather mid semester student feedback (CTE Member and Students)**  
- Session 1 (20-30 min of 1st class period)  
  - **Stage 1:** Students respond individually to 3 questions:  
    1. *What has really helped you learn in this course?*  
    2. *What improvements could be made in this course?*  
    3. *What could you do differently to help improve your learning or increase your success in this course?*  
  - **Stage 2:** Groups are formed and 3 most common answers identified for each of the 3 questions  
- Session 2 (10-20 min of 2nd class period):  
  - **Stage 3:** Student individually rate their agreement/disagreement with the common answers identified for each of the 3 questions (scale of 1-9) |
| **Follow-Up Meeting (CTE Member and Instructor)**  
- Anonymous comments and data presented to instructor  
- Course of action (if any) discussed  
- Optional: A brief letter confirming participation (no data or specific details) can be provided to Department Chair  
  - Only if the instructor chooses to do so |

**NOTE:** The Mid-Semester Evaluation process is confidential. CTL members will not share any information without the permission of the instructor. This process is meant to help inform instructors in their teaching. This should be a supportive, positive, and valuable experience for the instructor.